

THE TULALIP TRIBES
Job Description

JOB TITLE: Tulalip Behavioral Health Senior Manager

JOB NUMBER: TTT-148-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ Master's degree in Health or Human Services related areas required.
- ☐ PHD in Health or Human Services related area preferred

SKILLS:

- ☐ Must demonstrated experience in planning and implementation of programs that are "best practices" for Native Americans.
- ☐ Must have demonstrated work experience managing research based programs or projects.
- ☐ Must have working knowledge of budgeting, grant writing, employee evaluation process, and deadlines.
- ☐ Must have demonstrated a working knowledge of Native American communities.
- ☐ Must show proof of funded grants that were written by applicant
- ☐ Must have prior documented research projects experience
- ☐ Must be able to effectively communicate orally and in writing.
- ☐ Must be organized and able to handle multiple departments and projects.
- ☐ Must have leadership skills and ability to develop people.
- ☐ Must have excellent people skills and ability to deal with difficult people.

EXPERIENCE:

- ☐ Must have at least 5 years experience in working with behavioral health programs.
- ☐ Must have at least 5 years experience in management, supervisory, or leadership roles

OTHER REQUIREMENTS:

- ☐ Must have excellent people skills and ability to deal with difficult people.
- ☐ Must have a Washington State Driver's License and Dependable Vehicle
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Stamina to sit, stand, or walk for prolonged periods of time.
- ☐ Ability to lift objects weighing up to 20 lbs when necessary.
- ☐ Mobility to bend, stoop, and climb stairs.
- ☐ Finger and manual dexterity to operate computers and perform routine paperwork.
- ☐ Stamina and tolerance to working in adverse weather conditions.
- ☐ Tolerance and patience to deal with upset, angry, intoxicated or frustrated patients.
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time.

- [] Capable of successfully passing a physical examination as a condition of employment.
- [] May be exposed to hazardous cleaning chemicals.

Tribal Department: Health and Human Services

Employee Classification: Exempt

Job Summary: The Tulalip Tribes Behavioral Health Senior Manager will oversee the Behavioral Health department and assure best practices are being implemented and followed for excellent care for patients.

Employee Reports To: Director of Health and Human Services

Extent of Job Authority: Manages the overall operations of the Behavioral Health Department

Specific Duties Performed:

1. The Senior Manager is responsible for the oversight of the day to day operation of the Tulalip Tribes Behavioral Health patient care services and assuring that we are utilizing “best practices” for programs, and meeting all applicable rules and ethical standards.
2. Maintain confidentiality of all records, materials, and communications according to 42 CFR, Part 2.
3. Assure continuity and quality of care provided to all clients.
4. The Behavioral Health Sr. Manager will focus upon moving our programs toward “best practices” utilizing grant funding and being innovative with the resources that we do have to provide services in our community.
5. The Sr. Manager will work on obtaining additional grant funding to do research projects and to meet the various needs of the community.
6. The Sr. Manager will oversee the research projects that are funded.
7. The Sr. Manager will make sure that the clinical practices of our programs exceed the expectations of other agencies to assure that our patients are receiving the best care possible.
8. The Sr. Manager will lead the team in transforming our mental health services to better meet the needs in our community.
9. Perform all other related duties as deemed necessary.
10. Will coordinate and collaborate with other Health and Human Services Programs to assure successful provision of services.
11. Will assure that billing practices are adhered to.
12. Will create and oversee the budgets for each of the programs.
13. Other duties as deemed necessary

Drug and Alcohol Use and Abuse

This position requires the employee to work regularly with client who abuse or are addicted to drug and/or alcohol. Engaging in off-duty sale, purchase, transfer, abuse, use or possession of alcohol, illegal drugs or controlled substances will have a negative effect on the employee’s ability to perform his/her work for the Tribes. Any such action by the employee will subject the employee to discipline, including termination.

Employees in this position are discouraged from consuming alcoholic beverages during meals when the employee plans to return immediately there from to perform work on behalf of the Tribes. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to discipline, including termination. Employees holding this position shall not consume alcohol and/or controlled substances (without a legitimate prescription) four hours before the commencement of work. Any abuse of alcohol or drugs on or off duty by the employee shall be cause for discipline, including termination.

Employees in this position who supply alcohol, illegal drugs, or controlled substances (without a legitimate prescription) to minors while on or off duty shall be subject to discipline, including termination.

Term of Employment: This is a full time exempt position

Pay Range: \$ 32.09 - \$43.02 Per Hour

Opening Date: December 5, 2006

Closing Date: December 21, 2006 @ 4 PM

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.